



Printing Center Supervisor

Department: General Services

Class Code: 3178

EEO Code: 22

FLSA: E

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in supervising and coordinating activities of the Printing and Office Supply Center; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Writes work orders and schedules production according to machine capacities and customer requirements; assigns duties to employees; observes press operations and examines printed material to verify conformance with work order specifications; trains employees; inspects machines for malfunction or worn parts; may repair machines; gives technical assistance and estimates to customers; orders paper and expendable supplies from vendors; performs cost analysis studies taking into account labor, material and shop overhead costs; determines items to be stocked in office supply center; establishes maximum and minimum order prints for inventory control; establishes price structure for customers; manages computer inventory control system; reviews purchase requisitions and vendor invoices to ensure accuracy of charges; plans and organizes the distribution of USPS and interdepartmental mail; supervises preparation of monthly expenditure reports for postal charges to County departments; appraises employees; and performs other work as required

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of inventory control systems; of postal regulations; of cost analysis; of modern printing technology; of principles and practices of effective personnel management.

Considerable skill in communicating effectively; in establishing competitive pricing structures; in established and maintaining good customer relations.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school degree supplemented by some college course work and five years of work experience in printing and graphic arts including two years of supervisory experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.